









**Town of Fort Smith  
Town Council Meeting  
Agenda**

May 16, 2017, 7:00 p.m. – Council Chambers

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| A. Call to Order and Confirmation of Quorum  |  |
| B. Approval of Agenda  |  |
| C. Proclamations/Presentations   |  |
| D. Approval of Council Minutes<br>i. Council Minutes<br>ii. Special Meeting Minuets SP-04-17   |  <br>Council Minutes      Special Meeting<br>April 18, 2017.doc      Minutes SP-04-17 M  |
| E. Business Arising from the Minutes   |  |
| F. Declaration of Financial Interest   |  |
| G. Council Business  |  |
| a. Introduction and Consideration of Committee Reports<br>i. Corporate Services<br>ii. Accounts Paid Part I<br>iii. Accounts Paid Part II<br>iv. Community Services<br>v. Municipal Services |   <br>Corporate Services      Accounts Paid Part I      Accounts Paid Part<br>Minutes May 2, 2017           II |
| b. Enactment of Bylaws and Policies  |  |
| c. Appointments  |  |
| d. Mayor and Council   |  |
| e. Administration<br>i. Briefing Note 2016/2017 Accountability Framework   | <br>BN Accountability<br>Framework  |
| H. Absence of Council Members  |  |
| I. Date of Next Council Meeting  |  |
| J. Adjournment   |  |
| K. Question Period   |  |



**COUNCIL OF THE TOWN OF FORT SMITH  
MEETING 04-17  
THE FIRST REGULAR MEETING OF COUNCIL FOR  
THE MONTH OF APRIL AND THE  
FOURTH FOR THE YEAR 2017**

PRESENT: Mayor L. Napier-Buckley      D/M K. Smith  
              Cr. R. Patel                                  Cr. B. McArthur  
              Cr. A. Kikoak                                Cr. B. Tuckey  
              Cr. A. Dumont                                 Cr. E. Bell  
              Cr. R. Holtorf

STAFF: K. Morrison, Senior Administrative Officer  
           K. Reid, Executive Secretary

GALLERY: Corporal Derek Cosenzo

Meeting 04-17  
 April 18, 2017

7:00 PM  
 Council Chambers

A. **CALL TO ORDER & CONFIRMATION OF QUORUM**

Mayor Napier-Buckley called the meeting to order at 7:00 p.m. and confirmed a quorum of Council was present.

B. **APPROVAL OF AGENDA**

17-096 Moved by: Cr. McArthur  
 Seconded by: Cr. Patel

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. **PROCLAMATIONS/PRESENTATIONS**

RCMP Delegation – Cpl. Derek Cosenzo reviewed the Police Report for March. He noted that March is the last month of the RCMP’s fiscal year and that the community priorities included substance abuse and trafficking, violence in the community, building positive relationships with community organizations and aboriginal governments, and traffic enforcements and control. He noted that the biggest issue with substance abuse is alcohol use which affects all of the priorities. In March, the RCMP responded to 56 disturbance calls for mischief which were related to alcohol; 16 complaints of domestic violence, ten were alcohol related, which resulted in two charges; and one emergency protection order was issued. Members were also actively engaged in community events in March; engaging youth at the Friendship Centre, volunteering at the arena canteen, attending and volunteering at the Frolics, attending the Women’s Correctional Centre Ground Breaking Ceremony, attending the Skating Carnival, and volunteering at the Animal Shelter. For traffic safety and enforcement, Cpl. Cosenzo advised that members continue to do proactive patrols to detour traffic related offences. Additionally, members successfully tracked an impaired driver in March. Cpl. Cosenzo advised that the members dealt with six mental health concerns in March. He reviewed the process of how members deal with mental health issues. Cpl. Cosenzo advised that he is being transferred to Yellowknife the end of May. Mayor Napier-Buckley was sad to hear of his transfer. Cr. Holtorf asked about the legalization of marijuana. Cpl. Cosenzo advised that legalization hasn’t yet been discussed with members but would be next week. He has concerns with traffic safety after legalization. He noted that level testing of marijuana can be difficult and noted that Colorado saw an increase of 12-14% in fatal vehicle accidents after legalization. Cr. Tuckey was pleased to see RCMP acknowledging mental health and would like to see youth wellness as a priority in the new fiscal year. Administration noted that all of the current priorities are directly affected by alcohol use and asked how



municipalities can assist with a resolution. He asked if hard drugs are an issue in the community. Additionally, he asked if partnerships with the RCMP are impacted by Council decisions. Cpl. Cosenzo advised that alcohol abuse is challenging as the user needs to choose to be sober or seek treatment. He noted that even after treatment, environmental factors becoming challenging when placed in the same environment. Cpl. Cosenzo noted that a large drug problem in the community is usually displayed through increased property crime and theft, for the purpose of being sold to buy substances. He doesn't think this is a big issue in Fort Smith although noted that he thinks they are in the community and that it is a matter of enforcement. He noted that intelligence is required to act on resources. With respect to community partnerships, he noted that members in the past have also been actively engaged in the community although it was not mentioned until adopted as a priority. Administration advised that a continued presence in the community may help with the number of issues discussed. Mayor Napier-Buckley thanked Cpl. Cosenzo and wished him luck in his new position in Yellowknife.

D. **APPROVAL OF MINUTES**

Cr. McArthur requested an update on the status of the AWG Contract between the Towns of Hay River and Fort Smith. Administration advised that the document is currently before a lawyer for legal review.

17-097 Moved by: Cr. Patel  
Seconded by: Cr. Bell

That the minutes of Regular Meeting 03-17 of March 21, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

17-098 Moved by: Cr. Dumont  
Seconded by: Cr. Kikoak

That the minutes of Special Meeting SP-02-17 of March 28, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

17-099 Moved by: Cr. Bell  
Seconded by: Cr. Tuckey

That the minutes of Special Meeting SP-03-17 of April 4, 2017 be adopted as presented.

CARRIED UNANIMOUSLY

E. **BUSINESS ARISING FROM THE MINUTES**

Cr. Kikoak would like Council to prepare a list of priorities to be addressed with the GNWT on a regular basis including SRFN Devolution, fire abatement, and Highway 5 repairs. She noted that the highway has been damaged and it should be requested that the Department of Highways make necessary repairs. She suggested Council correspond by email after the meeting to decide how to move forward. Mayor Napier-Buckley suggested that Council continue to discuss this during Regular Meetings.

F. **DECLARATION OF FINANCIAL INTEREST**

Cr. Dumont and Cr. McArthur declared a financial interest with respect to the Accounts Paid Part II.



G. **COUNCIL BUSINESS**

a. Introduction and Consideration of Committee Reports

Corporate Services Standing Committee – Cr. Tuckey requested an update on the Council Honourarium Bylaw. Mayor Napier-Buckley advised that the Council Honourarium Bylaw states the Councillors are to receive a \$100 per day for meetings they are approved to attend by motion of Council. She also researched larger community’s bylaws and noted that Councillors receive \$200-\$300 per day for out-of-town meetings. Cr. Kikoak requested an update on the Town’s accumulated surplus of \$37 million. Administration advised that \$37 million is the net value of the Town, including assets, after amortization.

17-100 Moved By: D/M Smith  
Seconded By: Cr. Tuckey

That the attached Corporate Services Standing Committee minutes from April 4, 2017, be adopted as presented.

CARRIED UNANIMOUSLY

Accounts Paid Part I

17-101 Moved By: Cr. McArthur  
Seconded By: Cr. Bell

That the Accounts Paid List Part I for the period ending March 31, 2017, totaling \$436,333.32 be approved.

CARRIED UNANIMOUSLY

Accounts Paid Part II

17-102 Moved By: Cr. Patel  
Seconded By: Cr. Tuckey

That the Accounts Paid List Part II for the period ending March 31, 2017, totaling \$1,752.49 be approved.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. BELL, D/M SMITH, CR. PATEL, CR. KIKOAK  
ABSTAINED – CR. MCARTHUR, CR. DUMONT  
CARRIED

CPI Contribution Agreement 2017-2018

17-103 Moved By: D/M Smith  
Seconded By: Cr. Tuckey

That Council approves the CPI Funding Contribution Agreement with MACA for the fiscal 2017-2018 in the amount of \$1,114,000.

CARRIED UNANIMOUSLY



Council Honouraria – Cr. Patel advised that based on the information provided by the Mayor she would be comfortable changing the honouraria to \$300 per day. Administration noted that the motion would contravene the clause in the bylaw and he does not encourage not following bylaws. Cr. Patel withdrew the motion and requested that the bylaw be reviewed by the Bylaw Review Committee.

17-104 Moved By: Cr. Patel  
Seconded By: Cr. Bell

That Councillors travelling for meetings on behalf of Council receive an honouraria of \$300 per day.

MOTION WITHDRAWN

#### Community Services Standing Committee

17-105 Moved By: Cr. Tuckey  
Seconded By: Cr. Dumont

That the attached Community Services Standing Committee minutes from April 11, 2017, be adopted as presented.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. MCARTHUR, D/M SMITH, CR. PATEL, CR. DUMONT, CR. KIKOAK  
ABSTAINED – CR. BELL  
CARRIED

#### Municipal Services Standing Committee

17-106 Moved By: Cr. Dumont  
Seconded By: Cr. Patel

That the attached Municipal Services Standing Committee minutes from April 11, 2017, be adopted as presented.

CARRIED UNANIMOUSLY

b. Enactment of Bylaws: None at this time.

#### c. Appointments:

17-107 Moved By: Cr. Patel  
Seconded By: Cr. Dumont

That Chris Bird, Director of Community Services, be appointed Acting Senior Administrative Officer for the period of May 1<sup>st</sup> to 12<sup>th</sup>, 2017.

CARRIED UNANIMOUSLY

#### d. Mayor and Council

i. Cr. Kikoak – Cr. Kikoak would like to get a newsletter out soon. Additionally, she signed up for website notifications and advised that she hasn't received many. Cr. Kikoak will be unavailable to attend the Trade Show as she will be chaperoning Super Soccer. She volunteered to work help compile survey results post Trade Show. Additionally, Cr. Kikoak would like a delegation from the President of the Aurora College and from the Town appointed members of the FSDEA.

ii. Cr. Patel – Cr. Patel commended Administration and Crews for maintaining the roads and ditches. She agreed with Cr. Kikoak about releasing a newsletter. Cr. Patel is most likely available to help during the Trade Show.



- iii. D/M Smith – D/M Smith apologized for not getting the newsletter out. He noted that the Director of Corporate Services had provided a good explanation of property taxes for the newsletter. D/M Smith will correspond with the Mayor to get a newsletter out for the Trades Show. D/M Smith noted that he has been working at the college which has been very quiet and he is unsure what convocation number are. He noted that it is striking how few students there are and how disengaged staff are. He would like Council to continue to lobby the cut of the programs as the college is the prime economic driver in the community. D/M Smith gave his condolences to the family of Ib Kristensen.
- iv. Cr. Bell – Cr. Bell is concerned with the condition of Highway 5. She noted that the haul trucks to pave the gravel portion of the road are ruining the already paved part. She suggested lobbying to have this fixed as the road condition is terrible and the AWGs will be in Fort Smith next year. She also felt it is important to continue to lobby for the Aurora College programs. Cr. Bell is available to help with the Trade Show and would like to see healthy snacks provided at the Town's booth. Cr. Bell noted that ABC is currently engaged in working with the Town on the Canada 150<sup>th</sup> Birthday Celebration and she is excited about the idea of Conibear Park being used as an open music park and Mission Park as an Arts Centre. Cr. Bell would like a swap week established a week prior to Spring Clean-Up. She would also like to reduce the fee to \$20 per household.
- v. Cr. McArthur – Cr. McArthur commended the Public Works Department for their work with snow removal and drainage.
- vi. Cr. Holtorf – Cr. Holtorf would also like a delegation from the President of the Aurora College. He would like to know what the Town can do as a review of the college is conducted. Cr. Holtorf has reviewed the Economic Development Strategy in detail and felt the strategy was well done. He suggested Council familiarize with portions of the document at meetings.
- vii. Cr. Tuckey – Cr. Tuckey agrees with Council that a newsletter should be released. She felt that it should be kept simple and achievable. Cr. Tuckey invited Council to the Aurora College Convocation.
- viii. Mayor Napier-Buckley – Mayor Napier-Buckley will reach out to Council for assistance with the Trade Show. She reminded Council of the workshop with the Downtown Development Landscape Architect on April 28<sup>th</sup> at noon. She noted that April 21<sup>st</sup> is Lunch with the Bunch, followed by Aurora College Convocation at 1:00 pm and that there is an Autism Ping Pong Event at 8:00 pm at the RCC. Mayor Napier-Buckley advised that Councillor business cards have been ordered for the Trade Show and other Council business including the NWTAC and FCM AGM. Mayor Napier-Buckley noted that Spring Clean-Up has been advertised and that the Town will be waiving tipping fees for vehicles from commercial vendors at the Landfill Facility. Mayor Napier-Buckley advised that May 17<sup>th</sup> is the International Day Against Homophobia and Transphobia. She suggested that community groups be engaged with rainbow-painting the crosswalks again. Mayor Napier-Buckley will request a delegation from Aurora College President and she reminded Council that Mine Training will be starting at the College next year. She will get more information on Mine Training and the status of the Daycare. Mayor Napier-Buckley advised that there was follow-up regarding the NWTAC Resolution to include Fort Smith as one of the communities that rotates hosting their AGM. It was determined that Fort Smith only



has 54 rooms available and that 120 rooms are required. Mayor Napier-Buckley has received a lot of positive feedback about staff and the work they do throughout the departments and suggested this be included in the newsletter.

e. Administration

- i. Fourth Quarter Variance Report – The variance was reviewed. Administration advised that Council approves the budget amounts and then variance reports are reviewed to track spending. Historically, the audit is presented rather than the fourth quarter variance to determine year end expenditures. However, he brought the fourth quarter variance for review as the auditors display and allocate the financials differently than how Council interprets the information through the variance. Administration advised that the General, Utility, Land Development and Environmental budgets are all within budget. Salary expenditures are in agreement with projections and revenues are higher than estimated. Revenues are slightly down in Development, RCC Concession and Utilities. Administration advised that early spending had limited available funds for Legislative, training, and building/equipment repairs and maintenance. Administration advised that salaries and wages for Facilities Maintenance and Public Works were slightly higher than budgeted due to staff retention and overtime, increased level of winter service, and the need to expand allocation tracking to banked time. Administration advised that utility costs are within budget due to reduced oil costs and a warm winter. Power costs have increased at the arena due to the change to electric heat. He noted that an analysis has yet to be done on the impact of the new insulation, heat recovery and heating system. Administration advised that Telecom costs are increasing as the Town transitions to cellphones for communications. He noted that the costs will be reviewed for efficiencies. Additionally, Administration advised that GNWT funding has been increased for 2017 in the amount of \$107,000 for General and \$62,000 for Utility. Cr. Tuckey was pleased to review the report in conjunction with the financial statements. Additionally, she felt that a responsible government should budget for overtime. Administration agrees and suggested carrying a separate line item for overtime. Cr. Dumont suggested having additional budget for snow removal costs for overtime.
- ii. 2017 Capital Plan – The 2017 Capital Plan was reviewed. Administration advised that the 2017 Capital Plan includes outstanding projects from 2016, new projects identified in the 20 Year Capital Plan and new projects requested by Council and Administration. A summary of available capital funds is included. He noted that current reserves and proposed capital grants are sufficient to support the projects. Additionally, the document includes a Priority Matrix, prioritized by Health and Safety, Legislative, Operational and Benefit implications. Administration advised that the Capital Plan was completed with the understanding of limited capacity and funding for projects in 2017.

IT Recommendation – has been carried over the last two years to implement wireless connections between buildings and to tie emergency preparedness to a satellite modem.

IT Evergreen – is reoccurring to replace five computers yearly and also the replacement of a server in 2017.

Integrated Community Sustainability Plan – Administration advised that the same amount is displayed in the 2017 Capital Plan as the 2016 although some has been spent. He noted that as the project is ongoing the expenditures have not been deducted from the Plan.

Asset Management System – is being implemented for improved maintenance of assets.



Drainage – is a reoccurring line item to fix issues each year by priority. This year the Town will be looking to fix drainage issues on King Street and Cumming Avenue. Public Works Fleet Replacement (F150 4X4) – A new 4X4 truck will be purchased for Public Works and their 2-wheel drive truck will be moved to the RCC. The RCC truck will be brought to surplus.

Sidewalk Repairs and Improvements – Administration advised that there is a retaining wall that requires replacing on McDougal Road. He may come back to Council to request initiation of further sidewalk work this season.

Engineering Services – carried over line item.

Fire Abatement – is reoccurring for maintenance. Budget may be used to purchase brushing attachment for skidsteer or to hire crew. Administration will further discuss this with the Protective Services Supervisor.

Fire Truck – requires replacement by 2019 and takes a year to build. Administration will prepare a tender.

Protection Services Fleet (F150 4X4) – The Protective Services Supervisor required a truck to respond to ambulance calls. The truck will also serve as a back-up bylaw truck.

Street Lighting – Administration advised that the same amount is budgeted, as in 2016, to improve street lighting in town.

Communications Equipment – Administration advised that a review needs to be done on effective ways to communicate.

Animal Shelter Minor Capital – work from last year is to be completed to meet outstanding needs of the building.

Waste Reduction Initiative – is carried over from 2016. Some money has been spent although the project is ongoing.

Landfill Expansion Design – Administration advised that the design work will be done in 2017 and built in 2018.

Landfill Minor Capital – Administration advised that this is a reoccurring budget to divert materials from the landfill.

Fire Hydrant Replacement – is carried over from last year. The Town has determined that the hydrants can be repaired rather than replaced.

Vacuum Truck Replacement – Replace existing truck which has reached end of its useful life. Existing truck will be retained as a back-up to the new unit.

CWWF Design – was approved for water and sewer repairs. He noted that construction will not begin this year as a result of SRFN work that will affect current system requirements. He noted that the water lines to the reservoir maybe need to be up-sized.

Water and Sewer System Upgrades – includes replacement and upgrade of various system components including: pumps and pump controllers, building improvements, valve repair, and welding repair.

Water Truck Fill Station – includes construction of an appropriate water truck fill station. Administration advised that the current station is very manual and causes injuring in the winter due to overflow. Engineering work needs to be completed in conjunction.





Water Treatment Plant Heating System – Administration advised that both burners are twenty-years old. He noted that new burners have been purchased and need to be installed. He advised that a new boiler also needs to be installed, as the old boiler has a leak, and that upgrades to piping and valves need to be made. He is hoping for third party funding for the electric boiler to make the building more energy efficient.

Water Treatment Plant Upgrade Design – Administration advised that design services are required for the Water Treatment Plant, Water Intake, Reservoir, Riser Tower and Pump Station.

Sewer Flusher – Administration would like to replace the existing sewer flusher which has reached the end of useful life. Existing unit will be retained as a back-up to the new unit.

Environmental Studies – includes consulting and contracting fees for completion of Water License deliverables, including development and sampling of landfill boreholes, and annual reporting.

RCC Electronic Sign – Administration advised that a new sign is \$20,000 and that \$15,000 is budgeted. The Town will be soliciting funding for the remaining \$5,000.

Downtown Development – Administration advised that design work needs to be completed based on feedback through community engagement. Administration advised that it will cost approximately \$200,000 to bring water and sewer services to Riverside Park and noted that the cost for the consultant is \$50,000. He has had no success in acquiring additional funding from ITI.

Recreation Program Equipment – includes completing development of the track and facility with lighting, irrigation, fencing, relocation of change car, development of shotput and javelin facilities, and jumping pit improvements.

Parks and Playgrounds - Administration is hoping to establish a sponsorship program for Parks and Playgrounds and for Downtown Development.

RCC Master Planning – Consultant to convert Community Services Program Review into facility space analysis in preparation for design and construction of RCC upgrades utilizing SCF Federal funding.

Arena Additions – Completion of interior Arena renovations potentially including mezzanine washrooms, AWG preparations, purchase of furniture and equipment, additional painting, changeroom fit-up, service entrance relocation, sprinkler standpipe relocation, additional door hardware and fall arrest anchors. Some spending occurred in 2016, including storage room and mezzanine fit-up.

Library Renovations – The library is in need of basement carpet, improvements to barrier-free access, and fence repair.

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| 17-108 Moved By: Cr. Bell<br>Seconded By: Cr. Tuckey<br><br>That the 2017 Capital Plan be adopted as presented.<br><br>CARRIED UNANIMOUSLY |
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iii. 2016 Audited Financial Statements – The 2016 Audited Financial Statements were reviewed.

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| 17-109 Moved By: Cr. Tuckey<br>Seconded By: Cr. Dumont<br><br>That the 2016 Audited Financial Statements be accepted as presented.<br><br>CARRIED UNANIMOUSLY |
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iv. **In-Camera Session – CTV Act S.23(3)(f) Property Issue**

17-110 Moved By: Cr. Tuckey  
Seconded By: Cr. Bell

That Council move in-camera to discuss a property issue in accordance with Section 23(3)(f) of the Cities, Towns, and Villages Act.

CARRIED UNANIMOUSLY

17-111 Moved By: D/M Smith  
Seconded By: Cr. Tuckey

That Council move out of in-camera.

CARRIED UNANIMOUSLY

17-112 Moved By: Cr. Tuckey  
Seconded By: Cr. McArthur

That the Town of Fort Smith proceed with the disposal of properties previously acquired due to tax arrears.

CARRIED UNANIMOUSLY

H. **ABSENCE OF COUNCIL MEMBERS**

17-113 Moved By: Cr. Tuckey  
Seconded By: Cr. Bell

That Cr. Kikoak be excused from the Corporate Services Standing Committee Meeting on April 4, 2017.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. MCARTHUR, CR. BELL,  
D/M SMITH, CR. PATEL, CR. DUMONT  
ABSTAINED – CR. KIKOAK  
CARRIED

17-114 Moved By: Cr. Dumont  
Seconded By: Cr. McArthur

That Cr. Kikoak and Cr. Bell be excused from the Community Services and Municipal Services Standing Committee Meetings on April 11, 2017.

IN FAVOUR – CR. TUCKEY, CR. HOLTORF, CR. MCARTHUR, D/M  
SMITH, CR. PATEL, CR. DUMONT  
ABSTAINED – CR. BELL, CR. KIKOAK  
CARRIED

I. **DATE OF NEXT COUNCIL MEETING**

Corporate Services Standing Committee Meeting – May 2, 2017

Community and Municipal Services Standing Committee Meetings – May 9, 2017

Council Meeting 05-17 – May 16, 2017



J. **ADJOURNMENT**

17-115 Moved By: Cr. Dumont  
Seconded By: Cr. Bell

That the meeting be adjourned at 9:54 p.m.

CARRIED UNANIMOUSLY

Minutes adopted this 16<sup>th</sup> day of May, 2017.

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Mayor Lynn Napier-Buckley

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Certified Correct by the  
Senior Administrative Officer Keith Morrison

K. **QUESTION PERIOD**

A question period was offered in accordance with policy.



**COUNCIL OF THE TOWN OF FORT SMITH  
SPECIAL MEETING SP-04-17  
THE FOURTH SPECIAL MEETING OF COUNCIL FOR  
THE YEAR 2017**

PRESENT: D/M K. Smith Mayor L. Napier-Buckley (Conference Call)  
Cr. A. Kikoak Cr. R. Holtorf (Conference Call)  
Cr. A. Dumont Cr. R. Patel (Conference Call)  
Cr. B. Tuckey Cr. E. Bell

REGRETS: Cr. McArthur

STAFF: Chris Bird, A/Senior Administrative Officer  
Katie Reid, Executive Secretary

GALLERY: Patti Haaima

Special Meeting SP-04-17 8:25 PM  
May 2, 2017 Council Chambers

The purpose of the Special Meeting is to appoint an Acting Mayor for the period of May 10<sup>th</sup> – 16<sup>th</sup>, 2017.

A. **CALL TO ORDER & CONFIRMATION OF QUORUM**

Deputy Mayor Smith called the meeting to order at 8:25 pm and confirmed quorum of Council was present.

B. **APPROVAL OF AGENDA**

17-116 Moved by: Cr. Kikoak  
Seconded by: Cr. Bell

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

C. **DISCUSSION – APPOINTMENT OF ACTING MAYOR**

Mayor Napier-Buckley advised that there would be several Councillors away in May. She noted that Cr. Tuckey and she would be attending the NWTAC from May 10<sup>th</sup> to 15<sup>th</sup>. She requested that Cr. Dumont be appointed Acting Mayor as he is the most familiar with emergency and protective services. Cr. Dumont accepted the appointment.

17-117 Moved by: Mayor Napier-Buckley  
Seconded by: Cr. Tuckey

That Cr. Dumont be appointed Acting Mayor for the period of May 10<sup>th</sup> – 16<sup>th</sup>, 2017.

CARRIED UNANIMOUSLY

D. **ABSENCE OF COUNCIL MEMBERS**

17-118 Moved by: Cr. Kikoak  
Seconded by: Cr. Bell

That Cr. McArthur be excused from the Special Meeting of Council on May 2, 2017.

CARRIED UNANIMOUSLY

E. **ADJOURNMENT**

17-119 Moved by: Cr. Bell  
Seconded by: Cr. Tuckey

That this meeting be adjourned at 8:28 pm.

CARRIED UNANIMOUSLY

Minutes adopted this 16<sup>th</sup> day of May, 2017.

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Mayor Lynn Napier-Buckley

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Certified Correct by Keith Morrison  
Senior Administrative Officer

F. **QUESTION PERIOD**



Town of Fort Smith  
Corporate Services Committee  
Tuesday, May 2, 2017, at 7:00 pm

Chairperson: D/M Smith  
Members: Mayor Napier-Buckley (Conference Call), Cr. Kikoak, Cr. Bell,  
Cr. Holtorf (Conference Call), Cr. Dumont, Cr. Patel (Conference  
Call), Cr. Tuckey  
Regrets: Cr. McArthur  
Staff Present: Chris Bird, A/SAO; Jim Hood, Director of Corporate Services;  
Katie Reid, Executive Secretary  
Guests: Todd Shafer, Greg Rowe, Jessica Cox, Patti Haaima

1. Call to Order

D/M Smith called the meeting to order at 7:01 pm.

2. Delegation

- a. 2018 AWG Host Society
  - i. Mission One Report Final
  - ii. Letter from AWGIC to Host Society President
  - iii. March 31, 2017 AWG Financial Statements

Greg Rowe, President of the 2018 AWG Host Society, was pleased to provide the Mission One Report, the response from the International Committee and the Financial Statements to Council. He advised that the reports were provided in advance and asked if Council had any questions.

Cr. Holtorf asked if the Host Society is close to filling the fundraising position. Mr. Shafer advised that board members have recruited a potential member for that role. He noted that Hay River and Fort Smith's fundraising calendar are mirrored. Mr. Shafer advised that there will be a Give to the Games Campaign in November to focus on personal donations. D/M Smith noted that of 50 Corporate Sponsors only five are from Fort Smith. With this, the majority of sponsors are from Hay River and Yellowknife.

Mr. Rowe noted that one of the concerns of the Town of Hay River Council is with deficit and targets for sponsorship. He noted that most of the revenue through signed contracts aren't completed until six-months out of the games. He noted concerns with Federal funding as their commitment was to provide one million in funding and they have signed up for \$515,000 so far. Additionally, the Host Society was denied on their grant application for \$560,000 for Canada 150 Federal funding for volunteer training.

Mr. Rowe met with the Minister of MACA to encourage her department to direct the Host Society on where to source additional funding. Additionally, he advised that Mayor Mapes would be travelling to Ottawa, ON. to source contacts for revenue for the Federal government's million-dollar commitment.

Mr. Rowe advised that the Host Society has not begun fundraising although they will hold a truck raffle. He noted that the majority of corporations will be providing in-kind contributions. He noted that people can also contribute personally if the contribution falls within budget needs.

Mr. Rowe advised that their overall total is only short \$400,000 without fundraising initiatives, and considering the funding shortfall from the Federal Government. Mr. Rowe advised that the Minister of MACA encouraged the Host Society to hold a Chase the Ace as MACA does not have any more funding available. He noted that holding a local lottery to raise \$100,000 was included in the original bid and that he would potentially like to run a Chase the Ace in both communities. He encouraged both Councils to support the Chase the Ace application to raise substantial funds.

Mr. Rowe advised that the Board of Directors and Staff are working on the 300 Days Out Event. D/M Smith requested an update. Mr. Shafer advised that they are in the final planning stages for the event and that there will be opportunity for volunteer sign up. The staff are currently working to get entertainment and food for the event. It was also advised that there would be opportunity for the municipalities and the Host Society to say a few words.

Mr. Rowe advised that the Host Society has been engaging the South Slave Region through Council meetings and Trade Shows. He noted that all of the communities in the region will be partners with the games.

Cr. Kikoak requested a sign be placed at the AWGs office in Fort Smith. She also suggested that residents Air B&B their houses and stay with family during the games. Mr. Rowe advised that getting a sign on the building is a priority and that the Host Society encourages Air B&B.

D/M Smith asked how Council can assist with the AWGs. Mr. Rowe wants to confirm that everyone is on board with the games and he is aware of the concerns of a deficit and that spending has been an issue of concern. He assured Council that the Host Society is following the procurement policy set in both communities. He noted that it is unlikely that spending would be 50/50 based on size and capacity. He noted that everyone is given a fair and equitable opportunity to bid on contracts. Only two bids have been received from Fort Smith on RFPs; one for the mascot and a partial bid for food services. Mr. Shafer advised that all documents, policies and procedures have been made available to both SAOs through a shared drive.

Cr. Bell advised that the Advisory Board on Culture is excited to work with the Host Society on cultural programming. She asked if there was a position filled for culture. Mr. Shafer advised that they do have a Manager for Cultural Ceremonies and that they are creating a job description for another position. Cr. Bell asked when more information could be received. Mr. Shafer advised that a representative could attend the ABC meeting in June.

Mr. Rowe requested an update on the triparty agreement between the Towns of Hay River and Fort Smith, and the Host Society. Administration advised that the contract is being reviewed by legal counsel. Mr. Rowe requested a time frame as the lack of a contract has limited cash flow from MACA. Administration doesn't have an update at this time.

The Host Society has a twenty-two-minute video presentation of compiled footage in preparation of the games. D/M Smith requested the list of sports chairs be sent to Council to see the amount of Fort Smith and Hay River residents involved. D/M Smith suggested the video be brought to Town Hall for distribution as there were a number of Councillors on teleconference.

D/M Smith thanked the Host Society for their delegation.

3. Declarations of Financial Interest

Cr. Tuckey and Cr. Kikoak declared a financial interest with respect to the Accounts Paid Part II.

4. Review

- a. Agenda –The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Tuckey**

**That the agenda be adopted as amended to include a donation to Fort Chipewyan.**

**CARRIED UNANIMOUSLY**

- b. Minutes – The minutes of April 4, 2017, were reviewed and have been adopted at the Council meeting of April 18, 2017.

- c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.

- d. Strategic Plan – The Strategic Plan was reviewed. Mayor Napier-Buckley advised that the survey is now online. Mayor Napier-Buckley will be contacting Councillors with respect to community outreach.

5. Governance

- a. Council Priorities

- i. Highway Condition
- ii. Property Tax Issues
- iii. Commissioner’s Land within Municipal Boundaries
- iv. GNWT Job Reductions
- v. Boundary Expansion

Mayor Napier-Buckley advised that there was a meeting with MACA, ENR and Lands regarding Commissioner’s Land. She will be meeting the Regional Superintendent of MACA to discuss the outcome of the meeting.

Cr. Kikoak advised that she would be away at the time of the workshop with the MLA. She felt that there is a good relationship with the MLA and thinks he would be willing to take a message to the GNWT. She requested that a clear message be made and asked Councillors to have points for the MLA to take back to the GNWT. She has concerns with GNWT job reductions and increased job losses within the Department of Public Works. Cr. Kikoak is unsure if any official notice of the damaged highway has been put forth by the Department of Highways.

Cr. Dumont advised that there are currently crews working on repairing pot holes on the damaged parts of the highway. He still encourages Council to keep pushing.

Cr. Kikoak felt that it is due diligence for the Department of Highways to write a letter to the Town on their plans to make repairs. D/M Smith suggested this be brought up with the MLA. It was noted that there would be a lot of traffic on the highway during the Arctic Winter Games.

D/M Smith noted that the Aurora College review should be added to the list of Council priorities. Cr. Kikoak would like to hire a consultant to write a brief for communications.



Cr. Patel wont be available to attend the workshop with the MLA. She will forward some questions she would like asked at the meeting, specifically around the new Correctional Centre, Aurora College, and a follow-up on GNWT department reorganization and job cuts. She noted that the job cuts have impacted services in the community.

6. Finance

- a. Accounts Paid List Part I– The Accounts Paid List was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Dumont**

**Seconded by: Cr. Tuckey**

**That the Accounts Paid Part I for the period ending April 30, 2017, totaling \$414,270.57 be approved.**

**CARRIED UNANIMOUSLY**

- b. Accounts Paid List Part II – The Accounts Paid List Part II was reviewed. Cr. Patel congratulated Cr. Tuckey on being the recipient of the Citizenship Award. She doesn't think the award should have been given to a Councillor or individual from within the organization. Mayor Napier-Buckley advised that students are nominated by other students in the college and advised that their qualifications are included in the nomination package. She noted that Cr. Tuckey was unanimously selected by the Selection Committee which consisted of Council representatives and a representative from the College. The criteria for the award was based on attendance, volunteerism and grades. Mayor Napier-Buckley noted that the Town used to give award for Trades Awareness and other awards.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Dumont**

**That that Accounts Paid Part II for the period ending April 30, 2017, totaling \$2,427.18 be approved.**

**IN FAVOUR – CR. HOLTORF, CR. BELL, MAYOR NAPIER-BUCKLEY, CR. PATEL, CR. DUMONT**

**ABSTAINED – CR. KIKOAK, CR. TUCKEY**

**CARRIED**

7. Economic Development

- a. Draft Economic Development Strategy – The Draft Economic Development Strategy was reviewed. Cr. Tuckey advised that the document was distributed at the Trade Show and asked if there was any feedback received on the document. Cr. Holtorf suggested that portions of the document be reviewed during Corporate Services meetings. Administration is still compiling feedback from the Trade Show. D/M Smith asked if Council would like a presentation on the feedback from Administration and requested it be added to the next Corporate Services agenda. The Director of Corporate Services confirmed that the EDO is compiling the information. He noted that the plan has also been presented to TTAB and that they are forming subcommittees to address the document. He noted that once the plan is finalized into a strategy, it will be brought to council for adoption then incorporated into the budget.

8. Other Business

- a. Correspondence – The April, 2017 correspondence was reviewed. Cr. Kikoak requested an update on the letter to Craig Browne with respect to water and sewer services. The Director of Corporate Services advised that there will be requirements for the new Correctional Centre to tie into water and sewer services and that Council will be advised at that time.
- b. Licensing Report – The April, 2017 licensing report was reviewed.

- c. Donation to fort Chipewyan – Cr. Holtorf was pleased to see the Mayor advertise return flights on Facebook, for volunteers, for search and rescue in Fort Chipewyan. He felt that it would be a good gesture for the Town to donate \$1,000 toward the recovery operation. Mayor Napier-Buckley advised that the RCMP were in charge of the main investigation although community members were contributing with search and rescue efforts. She noted that there was a stipulation with the last donation to Fort Chipewyan that emergency materials be purchased in Fort Smith, during the time of the Fort McMurray forest fire. Cr. Tuckey supports the spirit of the motion, although felt that a briefing note and informed discussion should be made prior to approval. She would like to know what the balance of the donations budget is at this time. D/M Smith noted that the recommendation will go to Council for approval and that a briefing note could be provided for that time.

**RECOMMENDATION**

**Moved by: Cr. Holtorf**

**Seconded by: Cr. Patel**

**That the Town of Fort Smith donate \$1,000 to Fort Chipewyan for ongoing Search and Recovery efforts.**

**IN FAVOUR – CR. HOLTORF, CR. BELL, MAYOR NAPIER-BUCKLEY, CR. PATEL, CR. DUMONT, CR. KIKOAK**

**ABSTAINED – CR. TUCKEY**

**CARRIED**

9. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Tuckey**

**Seconded by: Cr. Dumont**

**That Cr. McArthur be excused from the Corporate Services Standing Committee meeting of May 2, 2017.**

**CARRIED UNANIMOUSLY**

10. Date of Next Meeting

The next meeting of the Corporate Services Standing Committee will be June 6, 2017.

11. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Tuckey**

**That the meeting be adjourned at 8:24 pm.**

**CARRIED UNANIMOUSLY**



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 1  
FOR THE PERIOD ENDING APRIL 30, 2017

| CHQ # | SUPPLIER                               | DESCRIPTION   | AMOUNT        | DEPT.         |
|-------|--|---|---------------|---------------|
| 32664 | Aurora College                         | Course fee - Katie Reid                             | \$ 50.00      | AD            |
| 32665 | Cascade Graphics                       | Tourist tear off maps                               | \$ 1,130.59   | AD            |
| 32666 | GNWT - ENR                             | Laboratory fees                                     | \$ 2,405.55   | WTP           |
| 32667 | Lou's Small Engines                    | Propane refill for zamboni                          | \$ 409.50     | Arena         |
| 32668 | Pitney Bowes                           | Postage meter lease                                 | \$ 1,210.23   | AD            |
| 32669 | Wally's Drugs                          | Materials and supplies                              | \$ 170.02     | RCC           |
| 32670 | Thyssenkrupp Elevator                  | Maintenance   | \$ 1,181.25   | RCC/Arena     |
| 32671 | Crestline Coach Ltd.                   | Stryker Power Pro                                   | \$ 20,909.49  | Ambulance     |
| 32672 | Yellowknife Book Cellar                | Books   | \$ 385.88     | Library       |
| 32673 | Commercial Aquatic Supplies            | Chemicals   | \$ 3,257.91   | Pool          |
| 32674 | GNWT - Taxation Division               | March school tax remittance                         | \$ 5,393.02   | AD            |
| 32675 | Dewolf Artworks                        | Circus camp shirts                                  | \$ 1,456.59   | RCC           |
| 32676 | Terry's Carpentry Service              | Lease   | \$ 2,520.00   | Ambulance     |
| 32677 | Municipal World Inc.                   | Job advertisement - Dir. Municipal Services         | \$ 418.95     | AD            |
| 32678 | TDC Contracting                        | Heating oil   | \$ 13,307.94  | Multiple      |
| 32679 | Wesclean Northern Sales                | Janitorial supplies                                 | \$ 326.60     | RCC           |
| 32680 | Chase's Pit Stop                       | Gas   | \$ 115.37     | Bylaw         |
| 32681 | Arctic Alarm/Diamondtel                | Alarm monitoring                                    | \$ 59.80      | RCC           |
| 32682 | Whooping Crane Guest House             | Author visit  | \$ 325.50     | Library       |
| 32683 | SEE ACCOUNT PAID LIST PART 2           |   |               |               |
| 32684 | South Slave Safety                     | Stretcher system                                    | \$ 1,238.99   | Ambulance     |
| 32685 | Hay River Heavy Truck Sales Ltd.       | Cylinder rentals                                    | \$ 201.60     | WTP/Ambulance |
| 32686 | SEE ACCOUNT PAID LIST PART 2           |   |               |               |
| 32687 | Robert Palmer                          | Final payment for circus camp                       | \$ 6,070.00   | RCC           |
| 32688 | MSS Ltd                                | Medical supplies                                    | \$ 261.41     | Ambulance     |
| 32689 | Xerox Canada Ltd                       | Copier usage  | \$ 1,246.02   | AD            |
| 32690 | LGANT                                  | Membership  | \$ 750.00     | AD            |
| 32691 | Bank of Montreal                       | Jim Hood statement                                  | \$ 1,381.39   |               |
|       |  | \$87.05 SDAB lunch March,3 2017                     |               | Legislative   |
|       |  | \$62.90 RAB lunch March 13, 2017                    |               | Legislative   |
|       |  | \$1153.66 Bell-cell phone bill                      |               | Multiple      |
|       |  | \$77.78 NWAL  |               | AD            |
| 32692 | Morgan Abraham                         | Reimbursement-work boots                            | \$ 179.99     | FM            |
| 32693 | Northern Communities Insurance Program | 2017 insurance                                      | \$ 177,307.00 | Multiple      |
| 32694 | Globalstar Canada Satellite CO.        | Satellite phone bill                                | \$ 209.78     | FD/Ambulance  |
| 32695 | TDC Contracting                        | Heating fuel  | \$ 14,226.77  | Multiple      |
| 32696 | SEE ACCOUNT PAID LIST PART 2           |   |               |               |
| 32697 | 506830 NWT Ltd o/a Chase's Pit Stop    | Gas   | \$ 101.50     | Bylaw         |
| 32698 | RDV Mechanical                         | Fix hydraulic leak and service on grader            | \$ 1,313.24   | PW            |
| 32699 | Arctech Computers Inc                  | Offsite backup service                              | \$ 262.50     | AD            |
| 32700 | Office Solutions                       | Materials and supplies                              | \$ 2,629.39   | Multiple      |
| 32701 | Chad Funk                              | Refund-cancelled business license application       | \$ 125.00     | AD            |
| 32702 | Billy Shae                             | Reimburse party rental March 18th                   | \$ 50.00      | RCC           |
| 32703 | Bank of Montreal                       | CANCELLED - reissued                                |               |               |
| 32704 | Bank of Montreal                       | Keith Morrison statement                            | \$ 1,884.93   |               |
|       |  | \$640.50 M.D. Burgess and associates Inc - bylaw    |               | Bylaw         |
|       |  | \$55.60 ABC lunch March1, 2017 -Berro's             |               | Legislative   |
|       |  | \$48.48 Freight- flowers                            |               | AD            |
|       |  | \$694.95 Survey monkey addition                     |               | AD            |
|       |  | \$31.45 Bylaw review committee lunch March 17, 2017 |               | Legislative   |
|       |  | \$55.60 TTAB lunch March 16, 2017                   |               | Legislative   |
|       |  | \$55.60 SDAB lunch March 23, 2017                   |               | Legislative   |
|       |  | \$56.00 Bobcat registration                         |               | PW            |
| 32705 | GNWT                                   | Monthly water tests                                 | \$ 695.10     | WTP           |
| 32706 | Lou's Small Engines                    | Cylinder and parts for tractor                      | \$ 1,854.09   | PW            |
| 32707 | Link Hardware                          | Materials/Supplies                                  | \$ 1,962.73   | Multiple      |
| 32708 | Northwestel                            | Internet  | \$ 5,253.01   | Multiple      |
| 32709 | NWT Power Corp                         | Power Bill  | \$ 41,029.16  | Multiple      |
| 32710 | Wally's Drugs                          | Materials/Supplies                                  | \$ 233.51     | RCC           |

|       |                             |  |    |           |                   |
|-------|-----------------------------|--|----|-----------|-------------------|
| 32711 | Freund Building Supplies    | Supplies/Materials                           | \$ | 368.84    | Multiple          |
| 32712 | Receiver General            | Payroll deductions (TAX, CPP, UIC) [R]       | \$ | 42,542.00 |                   |
| 32713 | CAB Construction Ltd        | Replace broken overhead door closer at 7 bay | \$ | 1,785.00  | PW                |
| 32714 | Rapid Petroleum Products    | GAS  | \$ | 901.28    | Multiple          |
| 32715 | Infosat Communications      | Satellite phone bill                         | \$ | 77.11     | FD                |
| 32716 | RDV Mechanical              | Service on vehicle unit #35                  | \$ | 233.10    | PW                |
| 32717 | Fields                      | ASCP craft supplies                          | \$ | 92.31     | RCC               |
| 32718 | United Library Services Inc | Collection development                       | \$ | 2,166.71  | Library           |
| 32719 | Lester Wong                 | Reimbursement for membership                 | \$ | 472.50    | RCC               |
| 32720 | Nebs Pension Fund           | April premiums                               | \$ | 28,775.62 | Multiple          |
| 32721 | Premier Industrial Ltd      | Pool pump & back up pump                     | \$ | 7,980.00  | RCC               |
| 32722 | TDC Contracting             | Heating Oil                                  | \$ | 4,367.90  | Multiple          |
| 32723 | NEBS Group Insurance Fund   | April Premiums                               | \$ | 7,500.51  | Multiple          |
| 32724 | Canada Basketball           | Steve Nash Basketball                        | \$ | 1,114.28  | RCC               |
| 32725 | Advanced Medical Solutions  | Materials/Supplies                           | \$ | 392.11    | Ambulance         |
|       |                             |  |    | <u>\$</u> | <u>414,270.57</u> |



TOWN OF FORT SMITH  
ACCOUNTS PAID LIST PART 2  
FOR THE PERIOD ENDING APRIL 30, 2017

| CHQ # | SUPPLIER           | DESCRIPTION                                   | AMOUNT             | DEPT.       |
|-------|--------------------|---|--------------------|-------------|
| 32683 | Anna's Homecooking | Bylaw Review, SDAB and ABC lunches            | \$ 253.58          | Legislative |
| 32686 | Brenda Tuckey      | Bursary - Duncan MacPherson Citizenship Award | \$ 250.00          | AD          |
| 32696 | Aurora TPI Travel  | Travel for Mayor Napier-Buckley               | \$ 1,923.60        | Legislative |
|       |                    | TOTAL   | <u>\$ 2,427.18</u> |             |



Town of Fort Smith  
Community Services Committee  
Tuesday, May 9, 2017, at 7:00 pm

Chairperson: D/M Smith  
Members Present: Mayor Napier-Buckley (Conference Call), Cr. Dumont, Cr. Bell, Cr. Patel, Cr. Kikoak, Cr. Tuckey (Conference Call), Cr. Holtorf (Conference Call), Cr. McArthur  
Regrets : Cr. McArthur  
Staff Present: Chris Bird, A/Senior Administrative Officer; Katie Reid, Executive Secretary

1. Call to Order

D/M Smith called the meeting to order at 7:01 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Kikoak**

**That the agenda be adopted as amended to include discussion on the Daycare Society and Intergenerational Day.**

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of April 11, 2017, were reviewed and have been adopted at the Council meeting of April 18, 2017.

c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.

d. Community Services Master Plan – The Master Plan was reviewed. Cr. Holtorf requested an update on the Strategic Plan. Administration doesn't have an update at this time. Mayor Napier-Buckley advised that next steps include community stakeholder engagement. She will be contacting Councillors with respect to the engagement process. Cr. Patel asked how many surveys have been completed so far and if the survey is online. Mayor Napier-Buckley is unsure of the amount of surveys completed and advised that a link for the online survey will be advertised. Cr. Kikoak would like to review a copy of the contract to clarify the roles of the consultant. Cr. Holtorf would also like to review the contract. Administration will forward the request to Mr. Morrison. Cr. Bell would like Councillors to individually distribute paper copies of the survey. Cr. Holtorf asked if the Economic Development Strategy could be shared with the consultant to integrate into the plan.

3. Recreation

a. Recreation Services

i. Recreation Statistics – The April, 2017 recreation statistics report was reviewed. Administration advised that numbers are significantly lower from April 2016 and the previous month. He felt that this is due to the two-week spring break and nice weather. He advised that Circus Camp was well received with fifty-one participants and 144 spectators. Additionally, College Graduation and an Autism Awareness Ping Pong Fundraiser were held at the Recreation Centre in April. Cr. Kikoak noted that the paint on the curling rink is in rough condition and requested this be repaired for High School Grad. Administration will speak to maintenance to see if the issue can be rectified although he has heard that it is difficult to remove the paint on the curling rink surface. D/M Smith encouraged groups to use the arena as an alternative facility.

- ii. Pool Statistics – The April, 2017 pool statistics report was reviewed. Administration advised that pools usage has also decreased in April. He noted that usage fluctuates as per what is happening in the community.
  - b. Recreation Advisory Board
    - i. RAB Minutes April 24, 2017 – The RAB minutes were reviewed. Administration advised that the board was updated on the Snowboarding Territorials and the Circus Camp. Additionally, the EDO reviewed the Economic Development Plan and RAB was pleased with the marketing plan for sports. The board also discussed upcoming events. Cr. Kikoak suggested changing the date of the Frolics so that volunteers aren't burnt-out for the AWGs. She suggested having a dinner with the coordinators of different festivals. She suggested this be done annually. D/M Smith thought this was an excellent idea on a regional level and noted that the Frolics weekend is a big economic opportunity for the community.
- 4. Library
  - a. Library Services
    - i. Library Statistics – The April, 2017, library statistics report was reviewed. Administration advised that the statistics for April are steady although programming was decreased due to Spring Break. He noted that the Story Time Programmer was at the RCC assisting with Day Camp. He noted that five people attended a family literacy event and that numbers are consistent with previous years.
  - b. Advisory Board on Culture – Cr. Bell advised that the meeting on May 3<sup>rd</sup> was rescheduled to May 10<sup>th</sup>. She will provide an update at the next Community Services meeting.
- 5. Visitor Services
  - D/M Smith has seen job postings for the Visitor Information Centre. Administration is in the process of hiring two staff members for the VIC for May 23<sup>rd</sup>.
- 6. Community Events/Liaison with Community Organizations
  - a. Canada Day Celebration – Cr. Patel would like Council to coordinate better for the fish fry. Also, she would like the Canada 150 theme expanded on to acknowledge history. She suggested a subcommittee be formed to prepare. Mayor Napier-Buckley and Cr. Tuckey are in favour of working together in preparation. Cr. Tuckey suggested a staging manual be created for Canada Day. Mayor Napier-Buckley will request a meeting next week. Cr. Holtorf doesn't see any cultural overlap in the Downtown Development landscaping. D/M Smith requested an update on the Staff Appreciation BBQ.

- b. Community Daycare Society – D/M Smith noted that there was an announcement from the society that they are stalled due to accommodations. D/M Smith felt this should be brought back to Council due to the amount of work done by volunteers in finding funding and hiring staff. He doesn't want to see the society lose momentum. His opinion is that Council missed the point by focusing on short term lease agreements, rather than the need for a daycare in the community. He suggested Council lobby that the GNWT make necessary repairs to college buildings. D/M Smith acknowledged that students do not attend school in Fort Smith, or dropout, due to lack of childcare. Mayor Napier-Buckley agreed that college infrastructure needs to be kept up to date. D/M Smith asked if the Mayor has seen the report, prepared by the Department of Public Works, on the state of Mount Aven. Mayor Napier-Buckley has not seen the report. D/M Smith would like to obtain a copy of the report and discuss further when the Mayor is back. Mayor Napier-Buckley will request a copy from the college.

7. Other Business

- a. Briefing Note Relay for Life – The briefing note was reviewed. Administration advised that Relay for Life is a fundraising event for Cancer held in the community every two years. Relay for Life organizers are requesting Council to supply and cook a hamburger/hot dog meal, as in the past. Secondly, they are requesting the use of the credit card machine for their silent auction fundraising event and that the credit card interest rates are 3-4%. The organizers are also looking for a number of in-kind donations. He noted that as a community partner, a motion would not be required to provide the in-kind contributions, although they have been advised that there are contractors that supply portable toilets. Administration advised that the organizers are also looking for a donation of a RCC Punch Pass worth \$72. Cr. Dumont asked if the organizers are requesting to use the stage. Administration confirmed that they are requesting the use of the portable stage rather than the large stage. Cr. Holtorf asked if the interest charges from the credit card machine would come from the donations budget. Administration confirmed this. Cr. Holtorf felt the supper should be included as a donation. Cr. Dumont will be available to cook for the participants. Cr. Patel will be away that weekend.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Dumont**

**That Council supports Relay for Life by providing a meal and cooking for the participants; and**

**That the Town of Fort Smith support Relay for Life by accommodating the multiple in-kind contributions; and**

**Furthermore, that the Town donate the use of the Credit Card Machine for their Silent Auction Fundraising Event on May 13<sup>th</sup>, 2017 and that the credit card machine fees be waived.**

**CARRIED UNANIMOUSLY**

- b. Briefing Note Intergenerational Day – The briefing note was reviewed. Administration advised that a request was received from the NWT Seniors' Society that Council proclaim June 1<sup>st</sup> Intergenerational Day Canada. Cr. Patel is in favour of the proclamation and would like events planning in conjunction. Mayor Napier-Buckley was contacted by the local Seniors' Society and they had requested Council hold a BBQ for the Seniors. Cr. Holtorf asked how the Town advertises events without a newspaper. Administration advised that the proclamation can be advertised via facebook and the website.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That Mayor and Council declare June 1<sup>st</sup> Intergenerational Day Canada.**

**CARRIED UNANIMOUSLY**



8. Excusing of Councillors  
**RECOMMENDATION**  
**Moved by: Cr. Bell**  
**Seconded by: Cr. Patel**  
**That Cr. McArthur be excused from Community Services Meeting**  
**May 9, 2017.**  
**CARRIED UNANIMOUSLY**
  
9. Date of Next Meeting  
The next meeting of the Community Services Standing Committee will be held on June 13, 2017.
  
10. Adjournment  
**RECOMMENDATION**  
**Moved by: Cr. Kikoak**  
**Seconded by: Cr. Bell**  
**That the meeting be adjourned at 7:58 p.m.**  
**CARRIED UNANIMOUSLY**



Town of Fort Smith  
Municipal Services Committee Meeting  
Tuesday, May 9, 2017 at 8:01 pm.

Chairperson: Cr. Dumont  
Members Present: Mayor Napier-Buckley (Conference Call), Cr. Bell, Cr. Kikoak, Cr. Tuckey (Conference Call), Cr. Patel, D/M Smith, Cr. Holtorf (Conference Call)  
Regrets: Cr. McArthur  
Staff Present: Chris Bird, A/SAO; Katie Reid, Executive Secretary

1. Call to Order

Cr. Dumont called the meeting to order at 8:01 pm.

2. Review

a. Agenda – The agenda was reviewed.

**RECOMMENDATION**

**Moved by: Cr. Bell**

**Seconded by: Cr. Patel**

**That the agenda be adopted as amended to include discussion on communication.**

**CARRIED UNANIMOUSLY**

b. Minutes – The minutes of April 11, 2017, were reviewed and were adopted at the Council meeting of April 18, 2017. Cr. Bell asked if the Town will be partnering with organizers to rainbow-paint the crosswalks. Also, she had concerns about the recent line painting and felt the lines were too thin. Administration advised that a gay/straight alliance has formed at the high school and that they are looking to get involved with the painting. Additionally, the UNW is involved with the project. On May 13<sup>th</sup>, they will be painting the crosswalk in front of the post office and the high school. Cr. Patel asked if there was progress in ordering the new LCD sign and noted that she has concerns with the brightness of the sign with residents living on King Street. It was asked if third party funding was found to fund the additional \$5,000. Administration confirmed that the NWT Metis Nation will fund the additional \$5,000 and that the sign would be multilingual. They would also help with translations.

c. Vision, Values and Goals – The Vision, Values and Goals were reviewed.

d. 2017 Capital Plan – The Capital Plan was reviewed. Cr. Holtorf noted that \$50,000 is budgeted for ICSP and asked if an HR Plan and other plans are being developed in conjunction. Administration will forward the question to Mr. Morrison.

3. Environmental

a. Briefing Note Landfill Earthworks Tender – The briefing note was reviewed. Administration advised that a contract is awarded annually to compact and cover waste at the Landfill Facility. He noted that additional work is also required in 2017 for extra sand and a dozer required to stockpile the sand. Maskwa Engineering has recommended the tender be awarded to the lowest bidder, Locust Mowing. D/M Smith asked if the Town was happy with the scope of work done by the contractor in 2016. Administration advised that the additional work is required as the Landfill is not currently in compliance with the water license. Cr. Holtorf would be more comfortable with amending the recommendation that Council approves based on the recommendation from Maskwa Engineering. Cr. Tuckey felt that the amendment would be redundant as all tenders are reviewed by the consultant. Cr. Patel is not in favour of amending the recommendation.

**RECOMMENDATION**

**Moved by: Cr. Patel**

**Seconded by: Cr. Bell**

**That Council award the 2017 Landfill Earthworks contract to Locust Mowing for the tendered price of \$53,400.**

**CARRIED UNANIMOUSLY**

4. Sustainable Development

a. Sustainable Development Advisory Board

- i. SDAB Minutes April 13, 2017 – The SDAB minutes were reviewed. Cr. Patel advised that the majority of the meeting was a presentation from CAB Construction on their tiny home proposal. She noted that the project is only worth moving forward with if profitable.

5. Protective Services

a. Fire Department

- i. Statistics Report – The April, 2017, statistics report was reviewed. Administration advised that April was a quiet month for the Fire Department. He noted that there were four training meetings and two CO2 investigations. Additionally, there was prescribed burning of brush piles on April 23<sup>rd</sup>. He was pleased with the fire abatement.

b. Ambulance Department

- i. Statistics Report – The April, 2017, statistics report was reviewed. Administration advised that April was a quiet month for the Ambulance Department. He noted that there were less than half the calls in April from the previous month and year.

c. Bylaw Department

- i. Bylaw Statistics Report – The April, 2017, statistics report was reviewed. Administration advised that there were a number of dogs at large in April and one dog taken to the pound. He noted that there were a few speeding incidents for first offenders and warnings issued.

Cr. Patel asked if the communications phone system is ready to use for fire season. She noted that the GNWT has an emergency phone system and suggested it be integrated with the Towns. Administration will forward comments to Mr. Morrison. Mayor Napier-Buckley had called out to Councillors interested in training for the software. She noted that the software has to be populated with phone numbers. She has received two responses from Councillors interested in training with the new Protective Services Supervisor.

6. Administration

- a. Communications – Cr. Kikoak has heard concerns from residents about the website. Cr. Kikoak has also signed up for website notifications and has not been receiving any. She is unsure if this service is still working. She also has concerns about having the new LCD sign up at the RCC and giving the impression that the RCC is where Town Hall communicates. She was wondering if the front desk at the RCC should be mirrored to the front desk at Town Hall. Administration thanked Cr. Kikoak for her concerns with the website. He advised that he is also subscribed and receives notifications and will help her in rectifying the issue.

7. Excusing of Councillors

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Bell**

**That Cr. McArthur be excused from the Municipal Services Standing Committee Meeting on May 9, 2017.**

**CARRIED UNANIMOUSLY**

8. Date of Next Meeting

The next Municipal Services Standing Committee meeting will be held on June 13, 2017.

9. Adjournment

**RECOMMENDATION**

**Moved by: Cr. Kikoak**

**Seconded by: Cr. Patel**

**That the meeting be adjourned at 8:36 pm.**

**CARRIED UNANIMOUSLY**



## BRIEFING NOTE

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To: Mayor and Council

Date: May 16, 2017

Subject: 2016/17 Accountability Framework Report

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**Purpose:**

To approve the 2016/17 Accountability Framework by official motion of Council.

**Analysis:**

The Town has prepared the 2016/17 Accountability Framework Report for submission to MACA (attached). MACA requires an official motion of Council approving this document.

**Recommendation:**

That Council approve the 2016/17 Accountability Framework Report as presented.



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#### **INDICATOR 1 - Effective Use of Authority Through the Use of Bylaws**

1. Does the community government have all legislatively required bylaws in place and are they current? **Yes**
2. Does the community government have all operationally required bylaws (e.g. council honoraria, water and sewer rates, land administration) in place and are they current? **Yes**
3. Do all municipal bylaws get formatted appropriately? **Yes**
4. Does bylaw approval follow legislated processes (e.g. public notice, three readings, signed, voter approval/Ministerial approval as required, etc.)? **Yes**
5. Are bylaws appropriately secured (stored in a safe place)? **Yes**
6. Are copies of all bylaws submitted to MACA for review? **Yes**
7. Does the council have a plan in place for the regular review of the community government's bylaws? **Yes**

#### **INDICATOR 2 - Lawful and Appropriate Decisions Reflecting Authorities and Responsibilities Described in Legislation**

1. Are agendas for council meetings prepared in the required format? **Yes**
2. Are council meeting agendas posted in accordance with legislated requirements and any community government's bylaws? **Yes**
3. Are the minutes for all meetings of council kept? **Yes**
4. Are decisions of council supported by appropriate motion or resolution? Do minutes reflect that the decision was properly moved, seconded and that opportunity was provided for discussion prior to a vote being completed to make a decision? **Yes**
5. Is there evidence in the council meeting minutes that the required processes and procedures for approving bylaws have been followed? **Yes**
6. Have the requirements associated with the Conflict of Interest Act been adhered to during meetings and activities of the council? **Yes**
7. Are the rules related to the purpose and conduct of private meetings being adhered to in all cases? **Yes**
8. Are meeting minutes appropriately completed, approved within a reasonable time, signed and sealed, and distributed as required? **Yes**
9. Do meeting minutes indicate that that the council meets at least once per month? **Yes**

#### **INDICATOR 3 - Approved Community Strategic Plan Guiding Council's Decisions**

1. Does council have an approved long-term strategic plan that includes goals and objectives for the community and the community government? **Yes**
2. Does council use the strategic plan as a guide when identifying priorities, activities and funding during the annual budgeting process? **Yes**
3. Has council reviewed the strategic plan within the past 12 months, and adjusted as necessary? **Yes**
4. Does the council and the SAO use the strategic plan to link the long-term vision with annual work plans of community government staff members? **Yes**
5. Does council make the strategic plan available to the residents of the community and advise the community of progress related to the plan on a regular basis? **Yes**
6. Is the strategic plan structured to provide a broad framework that reflects the full range of the community government's activities? Are specific community activities and other plans clearly linked to the strategic plans? **Yes**
7. Do other community government plans (e.g., capital, recreation, asset management) clearly link to the strategic plan? **Yes**

#### **INDICATOR 4 - Approved Human Resource Plans, Policies and Practices**

1. Does council have an approved human resources framework (e.g. bylaw, collective agreement, etc.) in place? **Yes**
2. Does the community government have council approved HR policies to accompany the above framework? **Yes**
3. Does the community government have an approved SAO Bylaw for their current SAO and have they repealed previous bylaws? **Yes**
4. Do all community government positions have a job description? **Yes**
5. Does the community government have a current staff orientation manual to support familiarizing staff with HR policies? **No**
6. Are staff personnel records maintained and properly secured? **Yes**
7. Does the community government have procedures for the process for selecting new staff, to ensure hiring of capable and competent staff members? **Yes**
8. Do all community government staff members have a completed performance appraisal prepared within the last 1-2 years? **Yes**
9. Does the SAO conduct regular staff meetings? **Yes**

10. Does the community government have an established staff recognition program? **Yes**  
 11. Are staff members supported in training and/or in maintenance of any required certification? **Yes**

**INDICATOR 5 - Approved Five (5) Year Capital Plan**

1. Is there a council-approved 5-year Capital Plan, which is reviewed at minimum annually? **Yes**  
 2. Are the capital projects listed in the 5-year plan well documented including a description of scope and justification? **Yes**  
 3. Was the plan submitted to MACA in the capital planning tool by March 31 (for the following fiscal year)? **Yes**  
 4. Has the community government included a complete listing of assets in the capital planning tool? Do they have information on the assets current condition and is the listing PSAB 3150 compliant? **Yes**  
 5. Are projects logically prioritized in accordance with community government approved criteria that consider both the need and capacity of the community? **Yes**  
 6. Does the community government have plans in place to use their federal funding allocations? **Yes**  
 7. Does the capital plan address all core community public infrastructure? **Yes**  
 8. Is the approved capital plan fully funded? **Yes**

**INDICATOR 6 - Approved Community Emergency Plan**

1. Is there a council-approved emergency plan in place? **Yes**  
 2. Has the council appointed a community emergency coordinator and is the position currently filled? **Yes**  
 3. Does the council have a community emergency management committee in place? **Yes**  
 4. Has the emergency plan and the membership of the community's emergency management committee been reviewed within the last 12 months? **Yes**  
 5. Has a "table top" or live full-scale exercise or real event tested the emergency plan been conducted within the last 24 months? **Yes**

**INDICATOR 7 Approved Asset Management Plan, Policies and Practices/Procedures**

1. Does the community government maintain an asset inventory? **Yes**  
 2. Are the capital replacement values of all assets known? **Yes**  
 3. Does the community government schedule regular asset maintenance in accordance with the asset management plan for all community owned facilities? **Yes**  
 4. Does the council budget more than 1% of the current replacement value of all its assets for maintenance and repair costs? **No**  
 5. Is there a link between the community government's capital spending, operational budgets, service delivery and maintenance and repair activities? **Yes**  
 6. Does the community government have an approved Asset Management Plan? **No**  
 7. Is the community using software or a formalized process to support asset management in the community? **No**  
 8. Does the community government maximize opportunities to effectively and efficiently operate and maintain all assets? (e.g., conduct energy audits on facilities) **No**

**INDICATOR 8 - Approved Procurement Bylaw or Policy and Procedures**

1. Is there an approved bylaw or policy and supporting practices for procurement? **Yes**  
 2. Are there clear and documented spending authorities for procurement? **Yes**  
 3. Are there clear and documented processes for procurement decisions? **Yes**  
 4. Does the community government use procurement template documents that have been reviewed by the community government's legal advisor? **Yes**  
 5. Are standard contracts that have been reviewed by legal advisor used by the community government? **Yes**  
 6. When tendering does the community government use fully detailed tender documents (i.e. specs and professionally developed drawings)? **Yes**  
 7. If their procurement policy allows for sole-source or preferential procurement processes, is their sufficient documentation on file as required by the bylaw/policy? **Yes**  
 8. Have the community government's procurement practices been free from legal challenge in the past two years? **Yes**

**INDICATOR 9 - Timely Submission of Quarterly Reports**

1. Are quarterly reports submitted to MACA in a timely manner and in accordance with funding agreements? **Yes**  
 2. Were all required supporting documentation submitted with each quarterly report? **Yes**  
 3. Is the community government's financial position stable? **Yes**  
 4. Have there been any unplanned deficits accumulating for more than two consecutive quarters? **Yes**  
 5. Where a program requires a separate account (e.g. gas tax fund, CPI), does the bank account have the required cash balances? **Yes**  
 6. Does council receive regular financial reports, based on its approved budget? **Yes**  
 7. Where funding is restricted, are expenditures being incurred on eligible costs as per the appropriate funding agreement? **Yes**

**INDICATOR 10 - Timely Submission of Audited Financial Statements**

1. Were the audited financial statements completed and submitted to MACA within 120 days of the end of the previous fiscal year? **Yes**  
 2. Were the formats of the audited financial statements consistent with PSAB standards and those approved by the Minister? **Yes**

3. Did the audit result in an "unqualified" opinion from the auditors? **Yes**
4. Did the audit find the community government to be in compliance with their own financial policies/bylaws, as well as their funding agreements with Maca? **Yes**
5. Did the audit demonstrate that there were sufficient cash balances in all required funds? **Yes**
6. Did the audit demonstrate stable or positive trends with respect to surpluses and net debt? **Yes**
7. Were items from previous year's management letter noted as being addressed (or had been addressed), thus preventing any qualifications or serious concerns from auditor? **Yes**
8. If required, due to the community government's financial position, is an approved deficit recovery plan in place? **Yes**

#### **INDICATOR 11 - Water and Waste Management for the Safety of Community Residents**

1. Has the appropriate number of bacteriological sampling for drinking water been completed each month of the past Fiscal Year? **Yes**
2. Was the chlorine and turbidity testing and reporting completed to the satisfaction of the Environmental Health Officer during the past Fiscal Year? **Yes**
3. Are the water intake, treatment, and delivery infrastructure capable of meeting the requirements of the Water Supply System? **Yes**
4. Is the primary water plant operator certified to the level of the plant classification or higher? **Yes**
5. Is a backup water plant operator certified to the level of the plant classification or higher? **No**
6. Has the community been free of boil water orders or fines throughout the past fiscal year? **Yes**
7. Did the community government have a valid Water License in place throughout the past fiscal year (April to March)? **Yes**
8. Did the community complete and submit an annual report to the Water Board this Fiscal Year? **Yes**
9. Have materials at the landfill been consistently segregated by type? (e.g. white goods, wood, bulky waste, scrap metal, waste oil, etc.) **Yes**
10. Has the community been free of written warnings, environmental protection orders or fines from waste regulators this Fiscal Year? **Yes**

#### **INDICATOR 12 - Responsive Fire Departments.**

1. Is there an approved bylaw in place that describes the fire services and levels of service that are to be provided? **Yes**
2. Does the community government have an appointed fire chief? **Yes**
3. Does the community government have a budget in place for the fire department? **Yes**
4. Does the fire department equipment meet minimum standards and in good condition as described by MACA? ( Documentation of maintenance is in evidence) **Yes**
5. Is there a sufficient number of fire fighters to support community requirements? **Yes**
6. Have fire department members received necessary training for certification (as defined by MACA)? **Yes**
7. Is there regular community-based training held for the members of the fire department? **Yes**
8. Does the fire chief report to the council on a regular basis? **Yes**

#### **INDICATOR 13 - Effective Sport and Recreation Program Planning**

1. Are recreation facilities managed by the community government equipped appropriately for scheduled activities/events? **Yes**
2. Were all recreation facilities in the community open for their regular operating season and did all scheduled activities occur as planned? **Yes**
3. Does the recreation coordinator participate in the budgeting process during the year? **Yes**
4. Is there an updated recreation bylaw, or policy describing the provision of recreation services in the community? **Yes**
5. Where appropriate, does the community government have a recreation advisory committee/board in place to support the delivery of recreation services? **Yes**
6. Does the council get reports on recreation activities on a regular basis? **Yes**
7. Does the community government promote recreation programs and services to residents throughout the year using communication available in the community? (i.e., calendar, newsletters, internet, social media) **Yes**

#### **INDICATOR 14 - Engaging Community and Managing Special Events.**

1. Does the community offer appropriate training to volunteers/resident to support the delivery of recreation services available in the community? **Yes**
2. Does the community government have *written* joint use agreements with school(s) or other local organizations for community facility use? **Yes**
3. Does the community hold a volunteer recognition event during the year? **Yes**
4. Does the community government seek resident input/feedback (surveys public meetings) to gather information on desired special events, programs and recreation facility use? **Yes**
5. Does the community conduct evaluations following special events held in the community? **Yes**

Note: Special Events could include hosting of sport tournaments, meetings, community festivals or gatherings.

Motion/Resolution Number:



Provide any other general comments related to the community government's indicator reports that are necessary to explain particular successes or areas of concerns.

Are there any specific indicators or priorities that you want MACA to work with council on over the next year?